

STATE ARCHIVES AND RECORDS COMMISSION
Minutes of the Quarterly Meeting
June 8, 2006
Department for Libraries and Archives

The State Archives and Records Commission met at 10:00 a.m., June 8, 2006, in the Board Room, Kentucky Department for Libraries and Archives (KDLA), 300 Coffee Tree Road, Frankfort, Kentucky.

Members present: Sandra L. McAninch, representing the Kentucky Library Association; Terry L. Birdwhistell, representing the University of Kentucky; Jennifer Gregory, representing regional colleges and universities; Dean Johnson, representing local governments; Emily Dennis, representing Citizens-at-Large; Sarah K. M. Adams, representing Citizens-at-Large; and Leah Hawkins, representing Citizens-at-Large.

Representatives present: Sally Hamilton, representing Virginia G. Fox, Secretary, Education Cabinet; Amye Bensenhaver, representing Gregory D. Stumbo, Attorney General; Brian Lykins, representing Crit Luallen, Auditor of Public Accounts; and Charles Robb, representing Michael Inman, Commissioner of Technology.

Members not present or represented: James A. Nelson, Chairman; Joseph E. Lambert, Chief Justice, Supreme Court; Robert Sherman, Director, Legislative Research Commission; Brad Cowgill, State Budget Director; and James Kastner, representing the Kentucky Historical Society.

Public Records Division staff present: Richard N. Belding, Director, Public Records Division; Barbara Teague, Manager, Archival Services Branch; Jerry Carlton, Manager, Local Records Branch; Glen McAninch, Manager, Technology Analysis and Support Branch; Jim Cundy, Manager, State Records Branch; Mark Myers, Electronic Records Specialist; Thomas Getman, Records Analyst; and Cynthia Snapp, Administrative Specialist.

Guests present: Aaron Keatley, Department for Environmental Protection; Gregg Smith, Department for Environmental Protection; Rob Thorne, Department for Environmental Protection.

Belding, leading the meeting in place of the absent Chairman, welcomed new members and called for introductions by those present.

Ms. Dennis made a motion to accept the minutes of the previous Commission meeting, seconded by Mr. Lykins. The vote by members and representatives present was unanimous.

NEW OR REVISED RECORDS RETENTION SCHEDULES**Environmental and Public Protection Cabinet – DEPARTMENT FOR ENVIRONMENTAL PROTECTION**

Cundy presented this schedule revision.

Additions to the Schedule: Series 05493, Sanctions; Series 05494, Compliance Monitoring Records; Series 05495, Notification and Complaints Records; Series 05496, Enforcement Records; Series 05497, Compliance Deficiency Notification Records; Series 05498, Federal Assistance Review Records; Series 05499, Environmental Impact Study Records; Series 05500, Financial Assurance Records; Series 05501, Compliance Evaluation Records; Series 05502, Emissions Inventory Records; Series 05503, Ambient Monitoring Records; Series 05504, Facility Planning Records; Series 05505, Authorization Records; Series 05506, Corrective Action and Closure Records; Series 05507, Technical Assistance Records; Series 05508, Certification Records; Series 05509, Institutional Control Records; Series 05510, Program Delegation Records; and Series 05511, Environmental Audits.

Deletions from the Schedule: The following series will be deleted from the Retention Schedule as these have been merged and are included in the new series number listed above. Series 157, Maps; Series 158, Violation Report File; Series 166, Complaint and Investigation File; Series 169, Sanitary Landfill Record File; Series 170, Surveys Concerning the Generation of Waste; Series 171, Public, Private and Industrial Records; Series 172, Federal Grant File; Series 174, Complaint Investigation File of Waste Disposal Plants; Series 180, Private Complaints File; Series 182, Administrative Hearing Records; Series 183, Public Hearing Records; Series 184, Air Pollution Control File; Series 185, Final Report File of Sampling Activities; Series 188, State Policy and Plans; Series 189, Federal Grant File; Series 194, Preliminary Analysis Sheets for Pollutants; Series 202, Microfilmed Plans of All Sewage Treatment Plants; Series 203, Sanitation District File; Series 204, Operation & Maintenance Manual; Series 207, Information on Construction Grants Program; Series 208, Instruction and Construction Specifications for Sewage Plans; Series \$ 210, Topo Maps; Series 213, Municipality Inspection Records; Series 214, Industry Inspection Records; Series 215, Special Studies Regarding Treatment Plants, Streams; Series 219, Flood Plain Construction Permit Folders for Bridges, Dams, and Other Structures; Series 220, Engineering Plans for Dams; Series 221, Dam Inspection Reports; Series 222, Water Withdrawal Report from Withdrawing Agency; Series 224, Request for Construction Permits not Issued; Series 225, Lake Development Data; Series 226, Corps of Engineers File; Series 227, Pilot Plant Watershed File; Series 228, Water Withdrawal Permit File; Series 228.1, Community Flood Abatement Program; Series 228.2, Floodplain Encroachment Complaint File; Series 229, Computer Cards; Series 230, Maps-Topo & Water Stream; Series 04497, Public Water Supplies Files; Series 04502, Facility File; Series 04375, Kentucky Pollution Discharge Elimination System File; Series 04503, Safe Drinking Water Analysis File; Series 04504, Monthly Operating Report; Series 04505, Public Water Supply Database; Series 04507, Environmental Incident Report; Series 04512, Operator's Certification File; Series 04146, Driller Certification File; Series 04147, Water Well Record File; Series 04500, Specifications of Water Treatment Plant File; Series 04501, Specifications of Water Distribution Facility File; Series 04506, Discharge Monitoring; Series

04508, Incident Report/Complaint; Series 04509, Emergency Response File; Series 04510, Emergency Response Release; and Series 04511, Certification Examination File.

Deletions from the Schedule: The following series are been deleted from the schedule as these series are no longer used or have been assigned to another Cabinet. Series 250, Suggested Diagrams for Proposed Water Treatment Facilities; Series 255, Examination Receipts; Series 256, Application Renewal Receipts; Series 257, Public Swimming Pool Specifications; Series 260, Individual Monthly Activity Report; and Series 261, Public Swimming Pool Log Sheet

The mission of the Kentucky Department for Environmental Protection is to protect and enhance Kentucky's environment. This mission is important because it has a direct impact on Kentucky's public health, citizens' safety, the quality of Kentucky's valuable natural resources, all of which comprise the state's environment. The Department for Environmental Protection is divided into six (6) divisions. These are:

- Division of Air Quality - protects human health and the environment by achieving and maintaining acceptable air quality;
- Division of Compliance Assistance - enables excellence in environmental compliance, recognizes environmental leadership and facilitates activities that enhance the welfare of Kentucky's citizens and environment;
- Division of Enforcement - uses a clear and consistent approach in bringing about and maintaining compliance with the cabinet's regulatory programs by using appropriate and reasonable measures to resolve cases in a timely manner;
- Division of Environmental Services - provides centralized laboratory testing for the cabinet;
- Division of Waste Management - protects human health and the environment by minimizing adverse impacts on all citizens through the development and implementation of fair, equitable and effective waste management programs; and
- Division of Water - manages, protects and enhances the water resources of the Commonwealth for present and future generations through voluntary, regulatory and educational programs.

Belding thanked DEP staff for their attending both the Commission meeting and the Advisory Committee meeting, as well as their contributing toward the submitted retention schedule revision.

Cundy noted that the schedule revision that had been sent to commission members had itself been revised and was in front of commission members. He noted that commission members also have a list delineating which proposed series the current series will be part of, along with retention periods for both sets of records, to allow comparison. He noted that on the crosswalk documents, Series 05496, Enforcement Records is listed as a thirty-year record. It should be listed as a permanent record. Members of the Advisory Committee expressed two main concerns. One was that it might be difficult to conduct a site specific analysis of violations or violators. That is corrected through the retention of Series 05496, Enforcement Records permanently, rather than for 30 years after enforcement is completed. The other concern was that the "Function and Use" field on the Description and Analysis form did not contain enough information to allow accurate knowledge and assessment of the record. Subsequent revisions on the Description and Analysis form corrected that shortcoming. Cundy also noted that additions to the "Output Records" and "Information

Summarized In” fields would allow researchers to know where summaries of information might be found for short-term records.

Keatley noted that DEP’s records retention schedule was outdated to the point of its being unusable by the department. This contributed to poor records management by the department. This updating of the schedule would allow the department to monitor and administer its programs more effectively and would facilitate provision of information to the public.

Belding asked about the various state and federal databases that are a part of the business conducted by DEP. Keatley said that most of the department’s programs are federally mandated, with the result that much of its activities are recorded with the federal Environmental Protection Agency. Cundy said that, while there is not information on specific databases on the completed Description and Analysis forms, DEP staff had provided that information to him and he could make it available.

Mr. Johnson made a motion to adopt the schedule, seconded by Ms. Dennis. The vote by members and representatives present was unanimous.

Cabinet for Health and Family Services – DEPARTMENT FOR MENTAL HEALTH AND MENTAL RETARDATION SERVICES

Cundy was the Records Analyst working on this schedule revision.

Additions to the Schedule: Series 05480, Medicaid Waiver Client File - Acquired Brain Injury (ABI); Series 05481, Medicaid Waiver Provider File (ABI); Series 05482, Outcomes Data File (IMPACT Plus); Series 05483, Claims (IMPACT Plus); Series 05484, Subprovider Employee File (IMPACT Plus); Series 05485, Site and Billing Review Files (IMPACT Plus); Series 05486, Contract Files; Series 05488, Medication Distribution Documentation (Second-Generation Anti-Psychotic Replacement Program); Series 05489, Client Files - DUI Program (DUI); Series 05490, Program Files – Revoked (DUI); Series 05491, Consumer Involvement Fund File.

Deletions from the Schedule: The following series have been deleted from the Department for Public Health’s Records Retention Schedule for one of the following reasons: The Record Series is no longer created by the Department of Public Health, but may be created by another department within the Cabinet for Health and Family Services or another state agency; or The Record Series is no longer being produced at all; or The Record Series is included on the General Schedule for State Agencies. Series 60, Economic Statistics Computer Tape; Series 61, Social Statistics Master File; Series 62, Scratched Tape - Computer Tape or Disk; Series 63, Test Tape; Series 551, Hospital Ledgers By Program; Series 552, Subsidiary Ledger; Series 553, Annual Administrative Expenditures Report; Series 554, Annual Narrative Report - Expenditures; Series 555, Annual Plans; Series 556, Biennium Budget Request; Series 557, Biennial Budget Worksheets; Series 558, Budget Agreements; Series 559, Budget Estimates; Series 560, Budget Request Materials; Series 561, Budget Summary - Estimates; Series 562, Continuation Budget Summary; Series 563, Division of Accounts Reports; Series 564, Narrative State Plan; Series 565, Administrative Voucher; Series 566, Advice of Allotment; Series 567, Advice of Change; Series 568, Advice of Change in Order (Form P-3); Series 569, Advice of Emergency Purchase; Series 845, Program Plans and Evaluations; Series 846, Annual Plans for Local Health Departments and Comprehensive Care

Centers; Series 848, Workman's Compensation Resolutions for Joining Systems; Series 849, Operating Budget for Comprehensive Care Center and Local and District Health; Series 850, Federal Grants Pertaining to Comprehensive Care Centers; Series 851, State Contracts with Comprehensive Care Centers; Series 852, Financial Statement from County Public Health Taxing Districts; Series 853, Invitation to Bid for Support for Local Health Department - Purchased at Loc; Series 877, Individual Special Project Files; Series 878, Home Health Services Program Files; Series 879, Kentucky Medical Assistance Program (Early and Periodic Screening and Diagnosis); Series 880, Federal Grant Material; Series 881, Annual Program Report for Vocational Rehabilitation; Series 883, Contracts and Program Summaries for Vocational Rehabilitation; Series 884, Financial Reports for Women, Infants, and Children Program; Series 1224, Title I Evaluation Reports; Series 1225, Title I Grant Applications from Districts; Series 1226, District Grants; Series 1227, Title I State Plan; Series 1228, Title I Contracts; Series 1229, In-Service Training Files; Series 1230, Equipment Purchase Report for Title I (Form KY-CCC-3-11); Series 1231, Summary of Expenditures from Comprehensive Care Center (Form-KY-CCC-3-11); Series 1232, Request for Operating Funds From Comprehensive Care Centers (Form KY-CCC-3-9); Series 1233, Equipment Inventory Register (Form TI-ESA-E); Series 1234, Fairview Self-Help Scale; Series 1235, Adaptive Behavior Scale; Series 1248, Diagnostic Staff Summaries; Series 1252, List of Licensed Homes for Aged/Infirm; Series 1253, List of Nursing and Convalescent Homes; Series 1254, List of Counties with Day Care Centers; Series 1255, List of Regional Mental Health Directors; Series 1256, List of Day Care Centers; Series 1259, Frankfort State Hospital and School Improvement Grant Files; Series 1262, Interdepartmental Committee on Children and Youth Files; Series 1264, Oakwood State Hospital and School Files; Series 1265, Analysis of Preschool Day Care Request; Series 1266, Staffing Grant Priority Request; Series 1267, NMH Review Process Statement; Series 1268, Activity Reports to the Commissioner; Series 1269, Staffing Grants - New and Continuation; Series 1270, Student Evaluation; Series 1271, Certification of Model Cities; Series 1272, Youthful Offenders; Series 1438, Federal Grant Files; Series 1453, Filmstrips - Visual Aids; Series 1458, Stipend Employment Program; Series 1466, Collection Cards; Series 1467, Vehicle Bill of Sales; Series 1468, Vendor Catalogue; Series 1469, Collection Ledger; Series 1471, Surplus Commodity - Receiving Reports; Series 1472, Volunteer Fund Records; Series 1473, Patients Monthly Board Payments; Series 1474, Patients List for Issuance of Coupon Books; Series 1476, Patients Canteen Book Sales; Series 1489, Kiddie Kare Center - Children's Records; Series 1490, License for Kiddie Kare; Series 1499, Building Plans, Drawings, and Blueprints; Series 1500, Gasoline Usage Record; Series 1501, Work Orders; Series 1502, Emergency Call Orders; Series 1503, Kentucky Vehicle Inspection Record; Series 1520, Trash Collection Survey; Series 1521, Pest Control Check Sheet; Series 1528, Diagnostic Categories; Series 1529, Population Movements; Series 1530, Monthly Report on Population; Series 1531, 24-Hour Census Reports; Series 1532, Burial Transit Stubs; Series 1540, History File; Series 1541, Hospital Wards Donation Requisitions; Series 1542, Volunteer Recognition Lists; Series 1543, Volunteer Personnel Index Cards and Work Schedules; Series 1544, Hospital Tour Records; Series 1545, Volunteer Activity Evaluations; Series 1546, Parking Violations; Series 1548, Fire Reports; and Series 1550, Monthly Report of Clinic Visits.

The Department for Mental Health and Mental Retardation Services, Cabinet for Health and Family Services, is headed by a Commissioner who is appointed by the Secretary, with approval of the Governor. The Department develops and administers programs for the prevention of mental illness, mental retardation and chemical dependence. It also develops and administers an array of services

and support for the treatment, habilitation and rehabilitation of persons who have a mental illness or emotional disability, who have mental retardation, or who are chemically dependent.

The department contains three divisions: Mental Health and Substance Abuse; Administration and Financial Management and Mental Retardation. The department also oversees the operation of fifteen mental health/mental retardation facilities throughout the Commonwealth, three of those through contract with private health care organizations. The various divisions encompass nine branches, and the department includes the Kentucky Council on Developmental Disabilities and numerous programs.

This is a complete revision of the Retention Schedule for the Department for Mental Health and Mental Retardation Services.

Cundy noted that many of the schedules for the Cabinet for Health and Family services had not been significantly updated or revised in thirty years. He distributed a document detailing the reason for deletion for each specific series that was being removed from the schedule. Some series were covered on the General Schedule for State Agencies; some series documented functions that have been transferred to other agencies; and some series were no longer being produced. D&As are present for new series only.

Ms. Hamilton made a motion to adopt the schedule, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

Cabinet for Health and Family Services – DEPARTMENT FOR PUBLIC HEALTH

Cundy was the Records Analyst working on this schedule revision.

Additions to the Schedule: Series 05477, Training Checklist -- Vendors/Drugstores (WIC); Series 05478, Request to Consider Issuance of a Special Formula (WIC); Series 05487, Bacteria Testing Files - Milk and Water.

Revisions to the Schedule: Series 1326, Authorization for Services – Breast pump Rental (WIC), from 5 years to 3 years, 3 months; Series 03311, Food Instrument -- Women, Infant and Children Program (WIC), from 3 years to 3 years, 3 months; Series 03312, Documentation for Federal Reports (WIC), from 3 years to 3 years, 3 months; Series 03819, Food Delivery System (WIC), from Indefinite (Purge inactive data to the history files each year. Delete after 39 months and audit. NOTE: Records not audited before the end of the 39 months may be destroyed) to Indefinite (Destroy reports produced from the system after 3 years, 3 months and audit. Destroy patient information for minors 3 years after age of majority. Destroy patient information for adults 10 years after last date of service.) Series 03823, Stop Payment Request of Food Instrument (WIC) from 6 months to 3 years, 3 months; Series 03949, Vendor File (WIC), Indefinite (Destroy Sold Vendor Files after 1 year. Destroy Terminated Vendor Files after 3 years.) to Destroy 10 years after lapse of contract, sale or close of business, or termination of vendor for an administrative (non-sanction-related) reason. NOTE: Sanctioned vendor files dated from October 1999 forward must be retained permanently; and Series 03950, Vendor Agreement (WIC), from 3 years to 3 years, 3 months.

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Series 902, Void Bills and Invoices; Series 903, Monthly Proof Tapes of Individual Share and Loan - Ledgers; Series 904, City Income Tax; Series 905, Correspondence (Abandoned Property Information); Series 906, Dividend Worksheets and Payment Records; Series 907, Individual Share and Loan Ledgers; Series 908, Individual Employee's Earnings Records; Series 909, Loans - Schedule of Delinquent; Series 910, Loan Applications - Approved; Series 911, KY Tax Forms and Returns; Series 912, Tax Records; Series 913, Cash Received Vouchers; Series 914, Teller's Proof Sheets; Series 915, Summaries; Series 916, Bank Statements; Series 917, Bank Books and Deposit Slips; Series 918, Checks - Voided and Cancelled; Series 919, Journal and Cash Records; Series 920, Journal Vouchers; Series 921, Loan Transfer Summary; Series 922, Payroll Deduction Sheets; Series 923, Application for Membership and Signature Card - Closed Accounts; Series 924, Bank Reconciliation; Series 925, Blueprints for Schools, Hospitals, Nursing Homes, Trailer Parks, Hotels, and Motels; Series 926, Clinic Records; Series 927, Blueprints for Beauty Shops and Garages; Series 928, Computer Printouts for Services Performed in Specific Program Areas; Series 929, Annual Program Plans; Series 930, Weekly Summary of Quarantinable Diseases; Series 931, Milk Tests; Series 932, Monthly Summary of Immunizations and Tests; Series 933, Morbidity Reports for TB and other Diseases; Series 934, Semi-Annual Case Register Report; Series 935, Epidemiologic Notes and Reports; Series 936, Quarterly Appropriation Statement; Series 937, Weekly Dental Summary Report; Series 938, Weekly Dental Hygiene Report; Series 938.1, Respiratory Disease Patient Folders; Series 1040, Report of Comprehensive Health Planning (CHP) by Special Study Committees; Series 1041, Summaries of Certificates of Need Board Minutes; Series 1042, Certificate of Need Guidelines; Series 1043, Hearings on Certificates of Need; Series 1044, Agreement Between Certificates of Need Board and Department for Human Resources; Series 1045, Verbatim Transcripts of Certificate of Need and Licensure Board Meeting; Series 1046, Appalachian Regional Commission Grants; Series 1047, Organizational and Staffing Resources; Series 1048, Standards for Selection: Organizations and Functions of KY District Health Plan Agencies; Series 1049, Hospitals and Nursing Homes Card File; Series 1050, Reports by Study Groups of TB Hospitals and Services; Series 1051, Hospital Survey and Construction Act; Series 1052, Kentucky Hospital Licensure Law and Regulations; Series 1053, Kentucky State Hospital Plan and Revisions; Series 1054, Planning Liaison Minutes; Series 1055, Public Health Service Acts Funds; Series 1056, Final Reports by Study Groups of T.B. Hospitals and Services; Series 1057, Health Facilities Certificate of Need Folders; Series 1058, Emergency Medical Services (EMS) Service Contracts for Regional Medical Program Grants; Series 1059, Grandfathered Facilities; Series 1060, Position Papers and Policy Statements - Other agencies; Series 1061, Project Construction Schedule; Series 1062, Personnel Participating in Training Program; Series 1063, Reports from CHP Council Legislative Review Committee; Series 1064, Grant Projects Reviewed; Series 1065, Audio Tapes of Certificate of Need and Licensure Board Meetings; Series 1066, Film and Video Tape Library Records; Series 1067, County Alcohol Drug Education Committee Records; Series 1068, Strategy Planning for Alternative Living; Series 1069, Project Files; Series 1070, Communicable Disease Case Conference; Series 1071, Rape Conference File; Series 1072, Hill-Burton Construction Projects Card File; Series 1073, Kentucky State Hill-Burton Hospital Building Plan and Revisions; Series 1074, Grant Project Files; Series 1075, Requests for Transfer of Allotment to Another State; Series 1076, Project Construction Schedules; Series 1077, Position Papers and Policy Statements; Series 1078, Medical Care Standards Division and Medical Assistance Regulations; Series 1079, Kentucky Health Facilities - Health Services Regulations; Series 1080, Proposed Kentucky Standards; Series 1081, Comprehensive Plan for Emergency Medical Service with Updates; Series 1082, Emergency Medical Service in Kentucky Report;

Series 1083, Proceedings of Statewide Emergency Medical Services Conference; Series 1084, Grant Files; Series 1085, Ambulance Services Survey; Series 1086, Survey of Hospital Communications Capability; Series 1156, Dental Scholarship Folders; Series 1157, Report of Clinical Operations from County Dentists; Series 1158, Kardex File for Information Received from Clinical Operations Report; Series 1209.1, Bank Statements; Series 1209.2, Budget Memoranda; Series 1209.3, Cancelled Checks; Series 1209.4, Check Register; Series 1209.5, Insurance Billings; Series 1209.6, Home Health Records; Series 1211, Advisory Council Reports; Series 1212, Project Information; Series 1213, Pending Patient (Referrals); Series 1214, Patient Staffing Review and Disposition; Series 1215, Monthly Referral Listings; Series 1216, Inactive Client Case Records; Series 1217, Active Client Case Records; Series 1218, DDSA State Plan with Amendments; Series 1219, Program Performance Report; Series 1220, Grants; Series 1221, Financial Status Report (Form HEW 601-T); Series 1222, Annual Financial Report (Form RSA 12); Series 1223, Monthly Cash Request (Form 1522); Series 1224, Title I Evaluation Reports; Series 1225, Title I Grant Applications from Districts; Series 1226, District Grants; Series 1227, Title I State Plan; Series 1228, Title I Contracts; Series 1229, In-Service Training Files; Series 1230, Equipment Purchase Report for Title I (Form KY-CCC-3-11); Series 1231, Summary of Expenditures from Comprehensive Care Center (Form-KY-CCC-3-11); Series 1232, Request for Operating Funds From Comprehensive Care Centers (Form KY-CCC-3-9; Series 1233, Equipment Inventory Register (Form TI-ESA-E); Series 1234, Fairview Self-Help Scale; Series 1235, Adaptive Behavior Scale; Series 1236, Monthly Record and Report of Local Expenditures from Comprehensive Care Centers – Duplicate; Series 1237, Financial Report from Comprehensive Care Center on Title I Expenditures (Duplicate); Series 1238, Grant Applications Amendment and Report (Form OE-9025); Series 1239, Average Daily Attendance of Handicapped in Schools Operated or Supported by the State; Series 1240, Patient Index Card File; Series 1241, Admission - Discharge Register; Series 1242, History of the Diagnostic and Evaluation Unit; Series 1243, Original and Continuation Grant Applications; Series 1244, Research Projects; Series 1245, National Institute Mental Health Field Study; Series 1246, Daily and Monthly Hospital Reports; Series 1247, Discharge Summaries; Series 1248, Diagnostic Staff Summaries; Series 1249, Proposals for: Sheltered Workshop, Case finding, Group Home, Comprehensive Care Center; Proposed Colony for MR at CSH; Proposed Youth Affairs Committee; Series 1250, Policy and Procedures File; Series 1251, Special Study by Task Force Members - Exceptional Children - Reports; Series 1252, List of Licensed Homes for Aged/Infirm; Series 1253, List of Nursing and Convalescent Homes; Series 1254, List of Counties with Day Care Centers; Series 1255, List of Regional Mental Health Directors; Series 1256, List of Day Care Centers; Series 1257, Coke Money - Record of spending money belonging to patients; Series 1258, Employment of the Handicapped Files; Series 1259, Frankfort State Hospital and School Improvement Grant Files; Series 1260, Implementation Files; Series 1261, Interagency Council Certificates; Series 1262, Interdepartmental Committee on Children and Youth Files; Series 1263, Mental Retardation Files; Series 1264, Oakwood State Hospital and School Files; Series 1265, Analysis of Preschool Day Care Request; Series 1266, Staffing Grant Priority Request; Series 1267, NMH Review Process Statement; Series 1268, Activity Reports to the Commissioner; Series 1269, Staffing Grants - New and Continuation; Series 1270, Student Evaluation; Series 1271, Certification of Model Cities; Series 1272, Youthful Offenders; Series 1273, Appointments; Series 1274, Billing Forms for Workshop; Series 1275, Incident Reports; Series 1276, Weekly Census; Series 1277, Charts of Maternal and Infant Birth Rates; Series 1278, Family Planning Services Monthly Report; Series 1281, Neuro-Sensory Disease Program (Form MCH-400); Series 1283, Monthly Statistical Summary of Patients Served; Series 1284, Patient History Card (Form MCH

350); Series 1286, Health Services Folder (Form CB-72); Series 1287, Health Services Project Expenditure Report; Series 1288, Project Progress Report; Series 1290, Nutrition Survey; Series 1291, County Files - Annual Reports; Quarterly Reports; Series 1291.1, County Files; Series 1292, Categorical Funds; Series 1294, County Activity Tabulation; Series 1295, County Narrative Reports; Series 1296, Nursing and Personal Care Home Reports; Series 1297, Program Planning Reports; Series 1298, Parents Consent for Treatment Cards; Series 1299, Property Control Card File; Series 1300, Cross Index Card File Patients; Series 1301, Patients Case Record; Series 1302, Biennial Report; Series 1303, Board Member Files; Series 1304, Hospital Rates Agreements and Contracts; Series 1305, Doctors and Therapists Appointments; Series 1306, Kardex File of Patients; Series 1307, Doctors Orders for Drugs and Appliances File; Series 1307.1, Patient Case Record; Series 1307.2, Advisory Committee File; Series 1307.3, Registry Card File of Patients; Series 1307.4, Patient's Folders; Series 1307.5, Hospital Agreements and Contracts; Series 1307.6, Hospital Statistical and Treatment Reports - Monthly; Series 1307.7, Monthly Statistical Summary of Patients Served - Cumulative; Series 1308, Statewide Family Planning Information Systems Clinic Visit Record Form; Series 1309, Statewide Family Planning Information Systems Supplemental Report and Error Correction Form; Series 1310, Statewide Family Planning Information Systems Supply Visit Register; Series 1311, County Health Department Information File; Series 1312, Statewide Family Planning Information; Series 1313, Nurses and Therapy Statistical Reports; Series 1314, Psychological Statistical Reports; Series 1315, Midwifery Permit (Form MCH-62); Series 1316, Patient History Card (Form MCH-350); Series 1317, Application for Permit to Practice Midwifery (Form MCH-62a); Series 1318, Application for Renewal of Midwifery Permit (Form MCH-62b); Series 1319, Midwife Renewal Permit (Form MCH-62c); Series 1320, Request for Midwifery Permit (Form MCH-62d); Series 1321, Frontier Nursing Services (FNS) - Application for License to Practice Midwifery; Series 1322, Frontier Nursing Services - Permit to Practice Midwifery; Series 1327, Certificate of Midwife Medical Examination (Form CH-91b); Series 1328, Clinic Roster (Form MCH-89); Series 1329, Similac Monthly Report; Series 1330, Vitamin and Iron Monthly Report (Form MCH-410); Series 1331, Future Utilization of Hospital Surveys; Series 1332, Hazelwood Hospital History; Series 1333, Hazelwood Hospital Mortgage and Deed; Series 1334, Legal File; Series 1335, Special Reports; Series 1336, Hospital Rates; Series 1337, Research Usage Report; Series 1338, Hospital Licensure Act; Series 1339, Utilization Review Plans; Series 1340, Patient Census and Statistics; Series 1341, Master Index Cards; Series 1342, Master Index Face Sheets; Series 1343, Disease Index; Series 1344, Death Register; Series 1345, Pseudo Number Register; Series 1346, Patient's Master Medical Record; Series 1347, Admission Register; Series 1348, Daily Population Report; Series 1349, Monthly Population Report; Series 1350, 24-Hour Census Reports; Series 1351, Burial Transit Stubs; Series 1352, Index Cards; Series 1353, Master Index Face Sheet; Series 1354, Disease Index; Series 1355, Referral Log Book; Series 1356, Information Request Log Book; Series 1357, Clinical Patient Master Record; Series 1358, School Records; Series 1359, Audit Index; Series 1360, Referral Records; Series 1361, Patient Record; Series 1362, Tuberculosis Removal IBM Card; Series 1363, Martin County Project; Series 1364, Program Evaluation Statistical Reports; Series 1365, Annual Tuberculosis Register Report; Series 1366, Semi-Annual Tuberculin Register Report by County; Series 1367, Tuberculosis Morbidity Report (TBC-11, CDC-52431); Series 1368, School Tuberculin Register; Series 1369, Financial Reports for Social Service Federal Grant; Series 1370, Tuberculosis Removals Printout; Series 1371, School Tuberculin Program Source Documents (Form 10-1, 10-2, 10-3, 10-4, 10-4a); Series 1372, Case Abstract (Form TBC-3); Series 1373, Tuberculosis Register Computer Printout; Series 1374, Interchange Form; Series 1375,

Tuberculosis Addition; Series 1377, Consulting Staff Appointments; Series 1378, Audit Reports; Series 1379, Narcotic Reports to Federal Government; Series 1380, Canteen Bank Statements; Series 1381, Canteen Cancelled Checks; Series 1382, Canteen Deposit Slips; Series 1383, Canteen Deposit Slips; Series 1384, Trust and Agency Ledger; Series 1385, Patients' Receipts Account; Series 1386, Patients' Receipts Account; Series 1387, Patients' Receipts Cancelled Checks; Series 1388, Patients' Receipts Deposit Slips; Series 1389, Expenditure Code Sheet; Series 1390, Canteen Inventory; Series 1391, Canteen Monthly Reports; Series 1392, Patients' Financial Records; Series 1393, Narcotic Inventory Sheets; Series 1394, Perpetual Alcohol Inventory; Series 1395, Record of Tax Free Alcohol Received and Used; Series 1396, Alcohol Withdrawal Report; Series 1397, Fire Inspection Report; Series 1398, Intra-Hospital Receiving Reports; Series 1399, Intra-Hospital Requisitions; Series 1400, Repair Requisitions; Series 1401, Fresh Produce Report; Series 1402, Gasoline Control Report; Series 1403, Meal Count Report; Series 1404, Menus; Series 1405, Monthly Food Reports from Consultant Dietitian; Series 1407, Patients' Laboratory Report Card; Series 1420, In-Service Training Nurse Records; Series 1421, Nurses' Daybook; Series 1422, Floor Orders; Series 1423, Patients' Chemotherapy Card; Series 1424, Record of Narcotics Given; Series 1427, X-Ray Film of Patients; Series 1428, Radiation Exposure Report; Series 1429, X-Ray Film (70 mm); Series 03078, Patient Service Document; Series 03178, Dental Sealant Project Files; Series 03346, Classification Manual; Series 03347, Certification of Eligibles; Series 03348, Certification of Eligibles Master Index; Series 03820, Food Instrument Receipt (WFDS Printout); Series 03821, Manual Food Instrument Log (WFDS Printout); Series 03822, Pending Food Instrument Redeemed; Series 03824, Food Instrument Reconciliation Unmatched Redemptions (WFDS Printout); Series 03948, Manual Food Instruments Paid, But Not Reported as Issued (WFDS Printout); Series 03951, Unmatched Computer Generated Food Instruments (WFDS Printout); Series 04078, Certificate of Need File; and Series 04079, Verbatim Transcripts of Certificate of Need and Licensure Hearings.

The Department for Public Health, within the Cabinet for Health and Family Services, is the sole organizational unit of Kentucky's state government responsible for developing and operating all public health programs and activities for the citizens of Kentucky. These activities include health service programs for the prevention, detection, care, and treatment of physical disability, illness and disease.

The department contains five divisions: Adult and Child Health Improvement; Administrative and Financial Management; Epidemiology and Health Planning; Laboratory Services; and Public Health Protection and Safety. There are twenty-two branches and numerous programs under the department.

This is a complete revision of the Retention Schedule for the Department for Public Health.

Cundy said that this schedule revision represented the same situation as that of the Department for Mental Health and Mental Retardation Services, including nearly twice as many deleted series. He distributed a document detailing the reason for deletion of the series being removed from Public Health's retention schedule. Description and Analysis forms had been distributed only for new or revised records series. Retention had not been changed for any series without a D&A form.

In response to a question by Mr. Robb, Cundy said that the revised schedule does not reflect the extent to which electronic record-keeping has made inroads at the Department for Public Health, but that PRD staff would be addressing that in the future.

Ms. Hamilton made a motion to adopt the schedule addition, seconded by Mr. Robb. The vote by the members and representatives present was unanimous.

Murray State University – BREATHITT VETERINARY CENTER

Cundy was the Records Analyst working on these additions.

Additions to the Schedule: Series 05453, Diagnostic Files; and Series 05492, Quality Control Files.

The Breathitt Veterinary Center (BVC), located in Hopkinsville, KY, is a fully accredited (by the American Association of Veterinary Laboratory Diagnosticians) animal disease diagnostic laboratory serving western Kentucky and parts of bordering states. The BVC, in fulfilling its missions of diagnostics, research, education, and field service, is staffed by fifty employees across various scientific laboratory sections. The facility processes over 15,000 diagnostic cases per year.

Cundy said that these series represent both the diagnostic files housed at the Center and effort to institute proper quality control measures as promulgated by the American Association of Veterinary Laboratory Diagnosticians.

In response to a question by Dr. Birdwhistell, Cundy said that he was considering whether to place these series on the University Model Records Retention Schedule. Dr. Birdwhistell asked whether, because similar records series may be produced at the University of Kentucky's Livestock Disease Diagnostic Center, these series should be tabled. Cundy noted that the schedules could be revised in the future if necessary.

Dr. Birdwhistell made a motion to adopt the schedule addition, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

Education Cabinet – Workforce Investment Department – OFFICE OF EMPLOYMENT AND TRAINING

Getman was the Records Analyst working on this addition.

Addition to the schedule: Series 05438, Alien Labor Certification

Functions of the Office of Employment and Training fall into three broad areas: services to job seekers and employers; compiling and distributing labor market information for individuals, businesses and units of government; and providing Unemployment Insurance short term benefits. As a customized service to employers, the office provides a certification system to allow work visas to be granted by the U. S. Immigration Service to foreign nationals for whom job openings exist with specific employers. The certification is to indicate that there are not sufficient U. S. workers

who are able, willing, qualified and available to perform the job. Temporary and permanent jobs in agricultural and nonagricultural sectors can be certified. Employers must initially test the labor market by attempting to recruit U. S. workers through advertisement and OET job orders before the positions can be certified for foreign nationals.

Getman summarized the schedule addition briefly.

Ms. Dennis made a motion to adopt the schedule addition, seconded by Mr. Lykins. The vote by the members and representatives present was unanimous.

Education Cabinet – ENVIRONMENTAL EDUCATION COUNCIL

Getman was the Records Analyst working on this addition.

Addition to the Schedule: Series 05512, Student Records – Environmental Educator Certification

Created in 1993 by the state legislature, the mission of the Council is to facilitate and coordinate environmental education in the Commonwealth. Every five years, the Council convenes a statewide group to create a plan for improving environmental education. Instructional materials have been created for a variety of learners, including the development of sustainable outdoor classrooms. Professional development for educators is another focus, and a voluntary non-formal certification program is now in place. Members of the Council governing board serve four year terms and are volunteers representing business, industry, education, government, and environmental interests.

Getman said that this is the first record to be scheduled for this agency. Certification is not at a professional level, though the agency's aim is to become part of a national network of environmental education certification programs. This is a no-cost, one year program. Retention covers the possibility of utilizing program participation for education credit.

Ms. McAninch made a motion to adopt the schedule addition, seconded by Mr. Johnson. The vote by the members and representatives present was unanimous.

Finance and Administration Cabinet – HIGHER EDUCATION STUDENT LOAN CORPORATION

Getman was the Records Analyst working on these changes.

Revisions to the Schedule: Series 04940, Write-Off Report File, series closed; Series 04957, Chargeback Report File, series closed, Series 04967, Autopay File, series closed.

The Student Loan Corporation was created in 1978 by the General Assembly as an independent municipal corporation to promote higher education opportunities for Kentuckians by providing low cost loan programs and related services. Known by the trade name "The Student Loan People", the agency is the state's only public, nonprofit student loan provider. The Student Loan Corporation is a partner agency with the Kentucky Higher Education Assistance Authority and the agencies share

an Executive Director. Besides loans, the Corporation also administers millions of dollars annually for student scholarships and awards under the College Access Program Grant, Kentucky Tuition Grant and other KHEAA student aid programs.

Getman noted that this is an effort to clean up KHEAA's schedule. For the benefit of new members, Cundy explained that closed series are series no longer produced by an agency, but that needs to remain on the retention schedule.

Ms. Hamilton made a motion to adopt these schedule additions, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

Jailer

Carlton was the Regional Administrator working on this change.

Revision to the Schedule: Series L2750 Inmate Medical Folder, Indefinite, (Destroy 5 years after release of inmate).

The Fiscal Court of each county is required to provide for the incarceration of prisoners arrested in the county or sentenced or held by order of the courts in the county. The Fiscal Court may provide and maintain a jail or contract with another county or city for the incarceration and care of its prisoners. Many counties do not have a jail or detention center and must use other facilities. In counties where there is no jail, the Jailer transports the prisoners to the jail and also delivers the prisoner to the courts.

Under 501 KAR 3:090, jails are to provide certain medical services and the medical file must be maintained separately from other inmate files. The following record series was brought before the Advisory Committee and the Archives and Records Commission in December 2005. At that time, a complete revision of the Jailer's Records Retention Schedule was approved with series number L2750 being a part of that revision. The retention period approved was destroy 5 years after release of inmate. Commission member Amye Bensenhaver questioned this retention after talking with other interested parties. After further review and investigation, the above retention was deemed adequate for this record series. Under the above KAR, the jails must contract with outside health care providers for care of the inmates. These providers also maintain any records where they administer health care. Also, medical histories are taken from inmates at the time of arrest and if they are repeat offenders, this is done each time. If an inmate is exposed to hazardous materials, those records must be kept 30 years according to the Local Government General Records Retention Schedule – series # L5826. A review of numerous retention guidelines from other states was completed, and most of those retentions were found to be between 3 to 10 years, with most being in the 3 to 5 year range.

Carlton reviewed the background on this proposed change, as outlined above. Ms. Dennis asked whether Carlton had consulted with the Department of Corrections. He said he had not, but that Series 04065, Inmate Medical File is maintained by the Department of Corrections for 20 years. If inmates are sent to a state correctional institution, much of this material will be housed at that institution. Ms. Dennis questioned the discrepancy between the proposed retention period for local

inmate medical files and those held by corrections. She further noted that many state inmates are held in local facilities. Belding asked if those inmates would have a medical folder of the same variety as those maintained by the Department of Corrections. Dennis responded that they would not, but that the folder would be maintained according to the Jailer's standards. She said that Corrections staff had approached her in the past regarding the possibility of a change in retention for inmate medical files. Carlton noted that five years fell within the limitation of action for inmates looking to bring suit. Birdwhistell suggested tabling consideration of this series until discussion could be held regarding retention of the Department of Corrections' inmate medical files. Dennis said that, due to the local housing of state inmates, she would prefer to have input from Department of Corrections' staff before approving the change. Carlton said that would mean having to revert to the retention of ten years after release of the inmate.

Ms. Dennis made a motion to revert to a retention period of ten years after the release of inmate with a recommendation that staff pursues a discussion with Corrections over the retention of comparable records in that agency, seconded by Dr. Birdwhistell. The vote by the members and representatives present was unanimous.

Finance and Administration Cabinet – KENTUCKY INFORMATION SYSTEMS COMMISSION

Getman was the Records Analyst working on these changes.

Revisions to the Schedule: Series 03389, Information Resources Plan, series closed; Series 03390 Statewide Information Resources Plan, series closed; Series 03391 Guidelines and Instructions, from Indefinite (Destroy when superseded) to Permanent and series closed; and Series 04244, Agency Plan Collection/Mgmt System, series closed. [Note: these series were originally scheduled in 1989 and 1993.]

The Information Systems Commission was established by KRS 61.940 to develop and implement plans for the effective and efficient use of computers, telecommunication, and information management systems in state government. Agencies were to submit information systems resource allocation and needs plans for approval, which would be developed into a statewide strategic plan on a biennial budget (fiscal) year calendar beginning in 1988. Modifications and enhancements to the mission and processes were made in 1994, along with a name change to the Information Resources Management Commission. In 1999, the Commission was abolished by Executive Order 99 – 1359, and the functions of the Commission and its office were transferred into the newly created Governor's Office of Technology. Statewide technology planning is now the responsibility of the Commissioner, Commonwealth Office of Technology, within the Finance and Administration Cabinet. There are an estimated 34,000 personal desktop computers, 1,800 computer network servers, and 5,600 personal laptop computers currently in service in Kentucky government agencies.

Getman noted that the only substantive change recommended is to Series 03391, Guidelines and Instructions, which are no longer Indefinite, destroy when superseded, but are now Permanent.

Ms. Hamilton made a motion to adopt the schedule change and additions, seconded by Ms. McAninch. The vote by the members and representatives present was unanimous.

Education Cabinet – COUNCIL ON POSTSECONDARY EDUCATION –Adult Education

Getman was the Records Analyst working on these changes and additions.

Additions to the Schedule Series 05479, GED Testing Center Surveillance Report;

Revisions to the Schedule: Series 04437, GED Answer Sheets, from one year to six months; and Series 04488 GED Examination File, no retention change, updating of description only.

Originally operating under the Department for Adult Education and Literacy in the Workforce Development Cabinet, the statewide General Educational Development testing program was transferred by Executive Order 2004 -725 to the Council on Postsecondary Education in the Education Cabinet. The passing of the GED test was established for high school equivalency purposes in Kentucky by KRS 151B.125. There are 40 Adult Education test centers in the state which administer 82 test sites in 74 counties, including testing in correctional and medical institutions. During Fiscal Year 2004-2005, there were 12,688 GED tests completed in Kentucky and 9,757 credentials of high school equivalency awarded.

Getman noted that these series are related to the well-known high school equivalency degree. This series had originally been produced by the Workforce Development Cabinet, but is now being produced by the Adult Education Branch of the Council. These series address paper copies of GED-related materials. The exams are provided and scored by private contractors, though council staff is looking to alter that arrangement. Series 05479, GED Testing Center Surveillance Report, documents certain standards required of examiners, such as where people sit and when they start and stop the examination. The change in retention leaves sufficient time to account for problems of individual test-takers.

Ms. McAninch made a motion to adopt the schedule changes as amended, seconded by Mr. Robb. The vote by the members and representatives present was unanimous.

Justice and Public Safety Cabinet – DEPARTMENT OF STATE POLICE – Records/Criminal History Information

Cundy presented these changes and additions.

Revision to the Schedule: Series 00034, Master Criminal Fingerprint Card File. This represents a change in disposition to account for the use of an Automated Fingerprinting Identification System.

Addition to the Schedule: Series 05476, Sex Offender Registry Database.

The Department of State Police was formed on July 1, 1948, when legislation was signed giving its officers full police powers, both traffic and criminal. All offices, facilities, equipment, duties, powers and funds of the State Highway Patrol were transferred to the Department. In 1956, the

Department was abolished and it became the Division of Kentucky State Police in the Department of Public Safety. From 1973 to 2004, it was part of the Justice Cabinet. In 2004, the Department became part of the Justice and Public Safety Cabinet, by order of the Governor. Its duties and powers are contained in KRS Chapter 16. KRS 16.060 details the duties and powers of the Commissioner and officers of the Kentucky State Police (KSP). It is the duty of the Commissioner and each officer of the Department to detect and prevent crime, apprehend criminals, maintain law and order throughout the state, collect, classify and maintain information useful for the detection of crime and the identification, apprehension and conviction of criminals, and enforce the criminal as well as the motor vehicle and traffic laws of the Commonwealth. The KSP must also provide security of state facilities located in Frankfort, highway enforcement, and water safety enforcement, as provided in KRS Chapter 235.

Cundy said that Series 05476, Sex Offender Registry Database, is the database behind the online sex offender website. This follows the scheduling of Series 05451, Sex Offender Files on December 8, 2005. Series 00034, Master Criminal Fingerprint Card File, represents a change in description and disposition to represent digital maintenance of fingerprints. Fingerprint card files are being maintained in hard copy at the State Records Center, so that both hard copy and digital formats are utilized by State Police personnel.

Dr. Birdwhistell made a motion to adopt the schedule change, seconded by Ms. Dennis. The vote by the members and representatives present was unanimous.

Personnel Cabinet – Office for Employee Relations – Employee Benefits Division – WORKERS COMPENSATION BRANCH

Getman was the Records Analyst working on this change.

Revision to the Schedule: Series 03641, Employee Injury Incident File from 50 years to 8 years.

The Workers' Compensation Self-Insurance Program was created in 1979 to compensate employees of the Commonwealth of Kentucky, under the Worker's Compensation Law KRS 342, for loss of earning power and medical costs due to work related injuries or diseases. Supervisors of all covered state employees report incidents which may result in medical claims and lost work time to the Workers' Compensation Branch in the Personnel Cabinet, which acts as the representative of the Commonwealth as an employer. As is the case for all covered employers in the state, claims which result in medical expenses are administered by the Office of Workers' Claims in the Labor Department and a Third Party Administrator for managed medical care and claims processing. These last two offices create and retain the original, record copies of all files resulting from employee claims for reimbursement costs. The retention of files where claims for reimbursement are made is 75 years from the final disposition of the claim or agreement. All state employees are covered except those in the Transportation Cabinet and in seven state universities. The Clerk's and Sheriff's Offices in eleven counties are covered as is the Kentucky Community and Technical College System. Overall, 80,000 employers and 1.7 million employees are covered under Kentucky worker compensation law.

Getman said that this series represents the first stage of a state employee's worker's compensation claim. At one time, the series represented the entirety of the worker's compensation claim process. Currently, if there is no claim for reimbursement, the claim terminates after two years. If there is claim for reimbursement, this is a duplicate copy of claim documentation, the records copy of which is maintained for 75 years.

Mr. Johnson made a motion to adopt the schedule additions to the Commission for their approval, seconded by Ms. Gregory. The vote by the members and representatives present was unanimous.

The next item was **Other Business**.

Belding said that a legislative tracking document was being distributed. This document represents efforts on the part of PRD staff to identify, as early as possible, bills that may have record-keeping or record-creation impact, so that action can be taken or input given as soon as possible.

Belding addressed the PRD's efforts to secure support for a facility expansion of the State Archives. One of the realities faced by KDLA in seeking a facility addition is dealing with the amount of money that has been invested in new judicial facilities in Kentucky. These facilities are purposely designed with less storage space for judicial records than previously. This means that local judicial staff will only address current needs for documentation, retaining at the local level only those records going back twenty-five years. Older records will, ideally, be housed in the State Archives, where they can be properly maintained and staff can offer appropriate public service. The net result of this decision has meant that more records are coming to the State Archives without a corresponding facility expansion to accommodate that increase in records intake. In addition, because of the space shortage, the State Archives cannot accession other state agency records that should be coming to the State Archives. Efforts have also been made to clear floor space for additional shelving by moving shelving that holds Braille volumes to the department's lobby. Because the State Archives houses records from public entities across the state, this is a matter that affects the Commonwealth as a whole, not simply Franklin County. KDLA staff will continue to work for this expansion. Belding said that Chair Nelson has noted that the Chair may call a special meeting of the Commission to address what state agencies can do to manage records, which they will retain in their own custody, that are actually eligible for archival transfer.

Belding discussed House Bill 537. This bill provided a revision of fee schedules for selected local officials, one of which was the County Clerk. Section 12 of the bill changed the rate of the State Legal Process Tax. This tax is collected in the County Clerk's Office, in addition to a recording fee, when certain documents are filed. The bill increased that tax by \$1.00 and mandated that \$1.00 of each tax collected shall, according to the bill, "be placed in an agency fund in the Department for Libraries and Archives to be used exclusively for the purpose of preserving and retaining public records by continuing the local records grant program active in the Department for Libraries and Archives. The budgeted amount of funds allocated to the grant program in the fiscal year 2005-2006 departmental budget shall not be reduced in future years, and shall be increased annually by this additional revenue to be used exclusively for the grants program." This represents a potentially large increase in funds for the grants programs. These grant funds have been valuable in protecting and preserving permanently valuable local government records and in improving the management and accessibility of local records in Kentucky. Carlton said that the increase in funds would allow

the Local Records Program staff to enlarge the application of grant funds to meet local government needs.

Belding moved to consideration of **Local Records grants**. He recognized Carlton who noted that the Local Records Grants Program had a total of \$430,000.00 to disburse in Fiscal Year 2006-2007. Of that, \$377,008.00 had been recommended to Commissioner Nelson for his approval by the Commission in March. Grant recommendations to be considered in the meeting of the Commission totaled \$52,992.00. Four of these five grants were to go to County Clerks, mainly for preservation purposes. The fifth was recommended to go to a School District for a microfilm reader-printer.

Ms. Dennis made a motion to recommend the grants to Commissioner Nelson for his approval, seconded by Ms. McAninch. The vote by members and representatives present was unanimous.

There being no further business, Belding called for a motion to adjourn. Ms. Hamilton made a motion to adjourn, seconded by Ms. Adams. The vote by members and representatives present was unanimous. Belding adjourned the meeting at 11:40.